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ABSTRACT

This document presents the State of Indiana Commission for Higher Education's 1998-99 academic year Student Information System (SIS) Instructions report, which provides information about the codes used in the SIS. The purpose of the SIS is to provide comparable, accurate enrollment and financial aid information in a uniform manner and on a timely basis. The document contains the following items: (1) technical notes; (2) introduction; (3) section 1: general instructions for reports and submission deadlines, fall reports, annual reports, summer degree supplement, campus reports, census data for enrollment, reporting media, data elements not reported, and year 2000 issues; (4) section 2: annual data submission, which includes data elements requested and record layouts, data element dictionary, table 2: summary of required codes for SIS, appendix 1--student information system information form, appendix 2--campus codes, appendix 3A--Indiana county codes, appendix 3B--U.S. states and territories codes, appendix 3C--foreign country codes, and appendix 4--scenarios for reporting site of instruction; (5) section 3: fall report, which includes definitions for fall report and appendix 5--survey instrument for fall report; and (6) section 4: summer degree supplement, which includes table 3: summary of required codes for degree supplement and appendix 6--summer degree supplement information form. (VWC)

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ED 444 663

State of Indiana
Commission for Higher Education

STUDENT INFORMATION SYSTEM INSTRUCTIONS

1998-99 Academic Year

As Approved by the Commission

June 12, 1998

!! ATTENTION !!

New Data Fields for 1998-99.

Note reporting deadlines:
1998-99 Annual Data Report: September 15, 1999
1999 Fall Enrollment Survey: October 15, 1999
1999 Summer Degree Supplement: November 1, 1999

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Please See Technical Notes Inside.

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TECHNICAL NOTES ✓ TECHNICAL NOTES ✓ TECHNICAL NOTES ✓ TECHNICAL NOTES

1. New Data elements have been added for 1998-99 reporting. Do not implement these new fields prior to the 1998-99 data set.

2. As of the 1998-99 data layout and definition, the record length is 420 characters.

3. *If you need the SIS instruction manual for reporting 1996-97 Annual data, please call the Commission for Higher Education at (317) 464-4400 or visit our Web Site at http://www.che.state.in.us (for an Adobe PDF-formatted version of the instructions).*

4. **New Data Elements for 1998-99 Reporting** The following data changes have been approved for by the Commission at its June 12, 1998 meeting. Specific data elements which are new or affected are marked in Figure 1, found on page 3.

    - Implementation of the Commission's *Policy for Authorizing New Campuses and Off-Campus Sites* (October, 1996);
    - Federal and State changes to the collection of racial/ethnic origin;
    - Inclusion of correspondence credit hours for general instructional calculations;
    - Federal guidelines and consistency on the calendar for reporting, including degree completion rates;
    - The increasing need to understand off-campus and "distance" education as it relates to state policy; and,
    - Re-defined treatment of several date-specific fields to accommodate Year 2000 issues.

5. Please remember to submit both pages of the Information Form (Appendix 1) with the data. If data is submitted electronically, the Commission still needs the information contained in the Information form. Please send or FAX this form when submitting data.

6. Remember also, the implied decimal points in all credit-hour reporting fields.

7. All site-specific codes have been re-defined to conform to a consistent definition. Codes are found in Appendix 3, and include the following specifications:

    - All site codes are now three numeric characters, including a leading zero for Indiana counties;
    - State abbreviations, formerly used in the "student county/state of origin" field are now numeric;
    - Country codes have been modified to allow for assignment by continent; and,
    - The broad categories (first digit of the site codes) for the site codes include:
        0 = Indiana Counties,
        1 = U.S. States,
        2 = U.S. Territories and Outlying Areas,
        3 = Africa,
        4 = Asia,
        5 = Australia and Oceania,
        6 = Europe,
        7 = North America, and
        8 = South America.

8. Federal and State changes to the collection of racial/ethnic origin;

9. Please call Jeff Weber at the Commission at 317/464-4400 if you have any questions.

INTRODUCTION

The purpose of the Indiana Student Information System (SIS) is to provide comparable, accurate enrollment and financial aid information in a uniform manner and on a timely basis. This system has been specifically designed to meet the data needs of the Indiana Commission for Higher Education in carrying out its statutory responsibilities to the General Assembly and the Governor. This system is the only source of comprehensive information on the State's college population in both the private and public sectors.

All data submissions should be accompanied by a letter of transmittal (see Appendix 1) identifying technical specifications of the medium being submitted as well as any special comments relating to the data (problems, omissions, etc.). Institutions should address their comments to:

All Institutions
Mr. Jeff Weber
Manager of Information and Research
Indiana Commission for Higher Education
101 West Ohio Street, Suite 550
Indianapolis, Indiana 46204-1971
(317) 464-4400

Independent Colleges and Universities may also contact:
Dr. Greg Fawcett
Independent Colleges of Indiana
101 West Ohio Street, Suite 440
Indianapolis, Indiana 46204
(317) 684-4292

SECTION I - GENERAL INSTRUCTIONS

Reports and Submission Deadlines
The Student Information System consists of three parts: a fall report, an annual report, and a summer degree supplement. The fall report is a general summary of enrollment data submitted on a paper form while the annual report and the summer degree supplement require the submission of one machine-readable record per student.

All enrollment data must be received by the Commission for Higher Education on or before the dates indicated below.

1998-99 Annual Report	*September 15, 1999*
1999 Fall Report	*October 15, 1999*
1999 Summer Degree Supplement	*November 1, 1999*

Fall Reports
The fall report concerns enrollment in the fall term and is to be submitted using the format and definitions contained in Section III of these instructions. The student levels are those described in the data element dictionary. The form is self-explanatory and is intended to be coincident with similar reports that academic institutions make to other organizations concerned with higher education.

Annual Reports
The annual report shall cover the fiscal year period between July 1 and June 30. The annual report should be a combination of each academic reporting term included in the year being reported. All terms should report "as enrolled" credit hours rather than "as recorded" or "completed." Summer session enrollment should be included in the annual reports for the fiscal year in which over half of the session's activity occurs.

Summer Degree Supplement
Beginning with the 1998-99 SIS Annual data submission, institutions are to submit a summer degree supplement. This is to include an individual data record for each student completing a degree *after* the close of that year's SIS Annual data and *before* September 1. File layout and definitions are contained in Section IV of these instructions.

Campus Reports

Separate reports for each campus of a multi-campus institution are to be provided. For example, Ivy Tech State College should provide a separate report for each of the thirteen regions.

Census Date for Enrollment

The date in each term or session selected for determining student enrollment should generally be no later than the end of the scheduled period within which students may alter their course schedule without penalty, as designated in the campus' academic calendar for the session. However, if late registration is routinely allowed for specific types of students in specific programs, and if this late registration goes slightly beyond the standard schedule revision period, a later date may be used for enrollment reporting. *The most important factor is the consistency with which the campus selects the reporting date and the continued use of that date in future reports.* The student enrollment data must reflect all changes made during the late registration and schedule revision period, i.e., all drop and add data elements as of the reporting date. Any student who has withdrawn from the institution before the cutoff date should not be included in these reports.

Reporting Media

Electronic Submissions: Public institutions have accounts with the Commission and can FTP data to this location. Please notify the Commission when data is transferred in this manner, or if problems occur with the transmission process. Institutions without Commission data accounts (e.g. Independent Colleges) can arrange for the data files to be transferred from the institutional computer system by the Commission. Please call the Commission if you prefer this option

Diskettes: 5-1/4" and 3-1/2" floppies in IBM/DOS format are acceptable. Please save the file out in fixed-length ASCII text. File compression via PKZip is acceptable if the regular files exceed the disk capacity.

CD-ROM: If you have the capacity to place the data on CD-ROM, this is acceptable. Formatting conventions should be the same as those of floppy disk submissions -- ASCII text, IBM/DOS, etc.

Magnetic Tape: Magnetic tapes can no longer be processed by the Commission for Higher Education.

Any campus anticipating submission problems or special conditions (*i.e.*, other media types or data formats) should notify the Commission staff at least 6 weeks in advance of the reporting deadline in order for appropriate arrangements to be made to assist the institution in processing the data.

Data Elements Not Reported

Any data element which is not reported should appear as a zero-filled field on the submitted medium except where otherwise noted for specific data elements. There are a number of possible reasons for elements not appearing, including:

- Data element not currently available.
- Data element not reported by student, for legal or other reasons.

Whenever a data element cannot be reported for any and all students because it is currently unavailable, a general note to that effect should be made in item 10 of the transmittal form (Appendix 1).

Year 2000 Issues

Contained within the SIS data record are several date-related fields. The "year" portions of the birthdate, high school graduation date, and degree conferred dates are now four characters in order to avoid confusion when the year 2000 arrives. Because the "year" information in the report year and cohort identifier fields will not pose calculation problems if left at two characters, they have remained unchanged.

SECTION II - ANNUAL DATA SUBMISSIONS

DATA ELEMENTS REQUESTED AND RECORD LAYOUTS

The following record layout description illustrates the data elements requested; for your reference, field lengths and positions are included for each data element. All detailed definitions and specific coding conventions are explained in Section III - Data Element Dictionary - of this document.

* = new data element added with 1998-99 instructions.

+ = modified data definitions for 1998-99 instructions.

FIGURE 1

	Data Element	Field Length	Inclusive Positions	Reference Page
+	Campus	6	1 - 6	7
*	Instructional Home	6	7 - 12	7
+	Primary Site of Instruction	3	13 - 15	7
	Calendar	1	16 - 16	7
	Report Term	1	17 - 17	7
	Report Year	4	18 - 21	8
	Student Identifier	10	22 - 31	8
	Previous ID Flag	1	32 - 32	8
	Previously Reported Student Identifier	10	33 - 42	8
	Cohort Identifier	3	43 - 45	8
	Academic Degree Program	6	46 - 51	8
	Academic Degree Program Extension	2	52 - 53	9
	Student Level	2	54 - 55	9
	Gender	1	56 - 56	11
*	Race/Ethnicity - Black	1	57 - 57	11
*	Race/Ethnicity - Native	1	58 - 58	11
*	Race/Ethnicity - Asian	1	59 - 59	11
*	Race/Ethnicity - Pacific	1	60 - 60	11
*	Race/Ethnicity - Hispanic	1	61 - 61	11
*	Race/Ethnicity - White	1	62 - 62	11
*	Citizenship	1	63 - 63	12
*	Date of Birth	8	64 - 71	12
+	Zipcode/Foreign Country Code	5	72 - 76	13
+	Student County/State/Country of Origin	3	77 - 79	13
	Campus Residence	1	80 - 80	13
	Credit Hours - Non-contract Instruction (Summer A)	4	81 - 84	13
	Credit Hours - Non-contract Instruction (Fall)	4	85 - 88	13
	Credit Hours - Non-contract Instruction (Winter)	4	89 - 92	13
	Credit Hours - Non-contract Instruction (Spring)	4	93 - 96	13
	Credit Hours - Non-contract Instruction (Summer B)	4	97 - 100	13
	Credit Hours - Non-contract Instruction (Total Reported)	4	101 - 104	13
	Correspondence Credit Hours	4	105 - 108	14
	Credit Hours - Contract	4	109 - 112	14
	Entry Type	1	113 - 113	15
	Transfer Institution 1 - CEEB Code	4	114 - 117	15
	Transfer Institution 1 - Credits Transferred	4	118 - 121	15
	Transfer Institution 2 - CEEB Code	4	122 - 125	15
	Transfer Institution 2 - Credits Transferred	4	126 - 129	15
	Transfer Institution 3 - CEEB Code	4	130 - 133	15
	Transfer Institution 3 - Credits Transferred	4	134 - 137	16
	First Degree Conferred	1	138 - 138	16
	First Degree Conferred Site	2	139 - 140	17
	First Degree Program	6	141 - 146	17
*	First Degree Conferred Date	6	147 - 152	17

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FIGURE 1
(continued)

Data Element	Field Length	Inclusive Positions	Reference Page
Second Degree Conferred	1	153 - 153	16
Second Degree Conferred Site	2	154 - 155	17
Second Degree Program	6	156 - 161	17
* Second Degree Conferred Date	6	162 - 167	17
High School CEEB Code	6	168 - 173	17
High School Graduation Date	6	174 - 179	17
High School Rank	3	180 - 182	18
High School Diploma Type	1	183 - 183	18
CORE40 Completion	1	184 - 184	18
SAT Score - Verbal	3	185 - 187	18
SAT Score - Math	3	188 - 190	18
Cumulative Grade Point Average	3	191 - 193	18
Residency Status	1	194 - 194	18
* Second Site of Instruction	3	195 - 197	19
* Second Site Credit Hours	4	198 - 201	19
* Third Site of Instruction	3	202 - 204	19
* Third Site Credit Hours	4	205 - 208	19
Unused	2	209 - 210	--
Financial Aid Data Status	1	211 - 211	19
Twenty-First Century Scholar Identifier	1	212 - 212	20
Dependency Status	1	213 - 213	20
Housing Status	1	214 - 214	20
Pell Grant/Academic Year	5	215 - 219	20
State Higher Education Award/Academic Year	5	220 - 224	21
State Freedom of Choice Award/Academic Year	5	225 - 229	21
Gift Aid from Institutional Sources/Academic Year	5	230 - 234	21
Supplemental Education Opportunity Grant (SEOG)/Academic Year	5	235 - 239	21
Veterans Benefit Programs/Academic Year	5	240 - 244	21
Other Federal Gift Aid/Academic Year	5	245 - 249	21
Lilly Endowment Education Award (LEEA)/Academic Year	5	250 - 254	22
Twenty-First Century Scholars Award/Academic Year	5	255 - 259	22
Other Indiana Gift Aid/Academic Year	5	260 - 264	22
Other Private Gift Aid/Academic Year	5	265 - 269	22
Stafford Loans Certified by Campus/Academic Year	5	270 - 274	22
Perkins Loans/Academic Year	5	275 - 279	23
Other Repayable Need-Based Loans/Academic Year	5	280 - 284	23
Non-Need-Based Loans to Student/Academic Year	5	285 - 289	23
Non-Need-Based Loans to Parent/Academic Year	5	290 - 294	23
Federal Work-Study Award/Academic Year	5	295 - 299	23
State Work-Study Award/Academic Year	5	300 - 304	23
Pell Grant/Summer Session	5	305 - 309	20
State Higher Education Award/Summer Session	5	310 - 314	21
State Freedom of Choice Award/Summer Session	5	315 - 319	21
Gift Aid from Institutional Sources/Summer Session	5	320 - 324	21
Supplemental Education Opportunity Grant (SEOG)/Summer Session	5	325 - 329	21
Veterans Benefit Programs/Summer Session	5	330 - 334	21
Other Federal Gift Aid/Summer Session	5	335 - 339	21
Lilly Endowment Education Award (LEEA)/Summer Session	5	340 - 344	22
Twenty-First Century Scholars Award/Summer Session	5	345 - 349	22
Other Indiana Gift Aid/Summer Session	5	350 - 354	22
Other Private Gift Aid/Summer Session	5	355 - 359	22
Stafford Loans Certified by Campus/Summer Session	5	360 - 364	22
Perkins Loans/Summer Session	5	365 - 369	23
Other Repayable Need-Based Loans/Summer Session	5	370 - 374	23

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FIGURE 1
(continued)

Data Element	Field Length	Inclusive Positions	Reference Page
Non-Need-Based Loans to Student/Summer Session	5	375 - 379	23
Non-Need-Based Loans to Parent/Summer Session	5	380 - 384	23
Federal Work-Study Award/Summer Session	5	385 - 389	23
State Work-Study Award/Summer Session	5	390 - 394	23
Total Income (Independent Students) or Family's Total Income (Dependent Students)	6	395 - 400	24
Parent Contribution	5	401 - 405	24
Student Contribution	5	406 - 410	24
Student Expense Budget/Academic Year	5	411 - 415	24
Student Expense Budget/Summer Session	5	416 - 420	24

DATA ELEMENT DICTIONARY

The following data elements are defined in the order in which they appear on the student data records.

Campus (Note definition additions for 1998-99)
This code is a number that is unique for each campus. Each institution, branch or campus having its own FICE code should use that code for reporting purposes. Ivy Tech State College should use separate FICE codes for each of its regional institutes.

Distance learners, who would not otherwise be reported within the SIS data, should be reported with a modified campus code to distinguish them for purposes of policy discussion. The recommended codes (listed in Appendix 2) are similar to the regular campus codes, but with a preceding "D" character in the first position. For example, Ivy Tech State College Region 1 would use a modified campus code of D10040 rather than 010040 to report students served outside Indiana. Indiana University Bloomington, similarly, would use D01809 rather than 001809.

Instructional Home (New Reporting Field in 1998-99)
In most cases, this will be the same as the campus code, defined above. However, this new data field has been added to distinguish each student's instructional home, consistent with the Commission's *Policy for Authorizing New Campuses and Off-Campus Sites* (October, 1996). This new data element would be used to indicate at which campus or postsecondary center students would be counted for purposes of the above policy. Institutions would be asked to define the usage of this data based on each student's instructional activity or their academic home. New campus codes are listed in Appendix 2 identifying three new campuses and 12 new postsecondary centers.

Primary Site of Instruction (Note definition changes for 1998-99)
This field should contain the three-digit code (Appendix 3) for the location at which the student receives instruction. Students enrolled at the main campus or at sites within the same county as the campus should be reported with the code for the county in which the campus resides. Students enrolled at sites outside that of the main campus should be reported with the appropriate location code(s). Detailed examples of reporting location codes are contained in Appendix 5.

It is expected that some of the students enrolled at the "non-traditional" sites will be able to complete all the courses necessary for a degree at that site but that others will not. The latter includes "courses only" students and those taking courses for a degree that must be completed at the main campus or another institution. See the paragraph on Academic Degree Program Extension (below) for further instructions on how to distinguish each type of student at these sites.

Students pursuing clinical studies for most of the year should be reported with the appropriate county code for the site from which they receive the non-clinical portion of their program coursework. If a student would normally be enrolled or instructed at more than one site, the institution should select one as the "primary" site of instruction. See also page 19 for instructions for reporting second and third sites of instruction with the associated credit hours.

Calendar
This is a field indicating the type of academic calendar used by the institution.

1 = Semester
2 = Quarter
3 = Trimester
4 = 4-1-4
5 = Other

Report Term
This is a one digit field indicating the term reported.

2 = Annual

Academic Year
This is a field indicating the academic year for which the report is submitted. For example, the 1998-99 academic year data reported for the annual submission would be 9899.

Student Identifier
This is a field to be used to identify uniquely each student enrolled. The Student Identifier makes it possible for campuses to correct any errors detected by the Commission's edit of their file and to assist in monitoring student migration from campus-to-campus and program-to-program. For purposes of this report, each student should be assigned only **one** identifier regardless of the particular "type" of course in which he or she may be enrolled. A student might have been enrolled for on-campus, regular credit instruction and also have been enrolled in one or more non-credit courses. This student should be assigned only one identifier and only one record for this student should be reported. It is expected that each institution will supply the student's social security number wherever possible. If a student has requested that his/her social security number not be used in internal records systems, or if it is not known, then the institution is requested to assign a unique student identifier which will be consistent from term-to-term, and from year-to-year.

Previous ID Flag
If a student has been reported previously with an identifier other than the one being reported this time, that identifier should be reported in the next data element and this field should contain a "2" to denote that fact. If the identifier being reported this time is the same as in previous reports, then this field should contain a "1" and the following data element should contain blanks. Otherwise set to "3".

This field, and the identifier, is necessary to maintain accuracy in the Commission's retention database which is derived from SIS so that students can be tracked correctly from one year to the next. The Commission is required under IC 20-12-0.5-8(12) to measure degree completion and persistence rates in the public sector. For completeness, this information is also requested of the independent institutions.

Previously Reported Identifier
This field should contain the previously reported student identifier if the identifier reported this time is not the same as that reported in the last year. Otherwise, it should contain blanks. Refer to the preceding data element.

Cohort Identifier
This data element also is for exclusive use in the Commission's retention database and allows for accurate identification of a student cohort. This data element should identify only degree-seeking students who entered college for the first time in the fall semester of the academic year being reported. For those so identified, this field should contain an "F" followed by the last two digits of the calendar year of the fall semester involved. For instance, for first-time freshmen entering college in the fall of 1998, this field should contain "F98".

For those students who enroll in college for the first time at more than one institution in the fall term, each institution should report the student with the appropriate cohort identifier. This field should contain blanks if the student does not meet the criteria as a freshman entering in the fall term for the first time. Note that this is slightly different from "first-time" as defined in the "Entry Type" element on page 15.

Academic Degree Program
An academic degree program is a set of related instructional activities which culminate in a specific certification of accomplishment. It is often, but not always, the same as a "major," but it is not the same as a student program, which is one particular set of courses chosen by a student in satisfaction of major and degree requirements.

The primary and authoritative source for identifying academic degree programs is the Commission for Higher Education's Academic Program Inventory. Beginning with 1983-84, the coding has been the 6-digit CIP (Classification of Instructional Programs) code used for federal reporting about programs appearing in the Academic Program Inventory. Each institution should indicate the coding used for each of its authorized programs and submit this information to the Commission for Higher Education, preferably in advance of data submission.

An institution should report enrollment information only in programs which are identified in the Academic Program Inventory. If a campus wishes to identify an academic degree program that does not appear in this inventory, the campus should contact the Commission staff; a campus should not independently assign a "special" CIP number to a program. Students should be reported according to their actual, present academic degree program and not according to an intended or future program. If a student is currently taking courses at one campus in pursuit of a degree at another campus, the first campus should report the student with the appropriate CIP code, followed by a "99" code in the academic degree program extension. However, this procedure should be used only where the student has clearly identified his/her immediate academic degree program intentions. If the student's immediate intention is not known or if the student is enrolled in a non-credit or continuing education program, he/she should be reported as "undecided/undeclared" (the CIP code should be set to zeros).

For the annual report, use the student's predominant academic degree program.

Academic Degree Program Extension
In order to be able to identify several special categories of students, the following program extension codes have been assigned:

00 = Academic Degree Program applies

01 or
91 = Undecided/Undeclared

92 = Non-credit or continuing education

Non-credit includes all individuals not matriculated in an academic degree program and who are participating in organized learning experiences for which academic credit is not awarded. These activities include conferences, short courses and workshops. In addition, non-credit "programs" should include only those individuals enrolled in courses created and/or supported by the reporting campus.

93 = Professional Certification Education

99 = Pursuing a known academic degree at another institution or campus. The coding "xxxxxx" refers to the appropriate six-digit CIP code. This coding should not be used unless the academic degree program is known in advance, and it exists at another campus or institution.

Student Level
A student's class level is most frequently based upon the proportion of total requirements he or she has obtained toward completion of the degree program in which he or she is enrolled.

Following is a description of each student level that should be distinctly identified.

Certificate: The Certificate level should be used for students enrolled in courses for the purpose of acquiring technical skills, or in a program comprising a prescribed field of study of two years or less in length below the associate degree level. Formal recognition is made by the campus upon completion by awarding a certificate to the student.

Associate: This is the academic objective of students enrolled in a program comprising at least two but less than four years of postsecondary education, whether it is for the first two years of a four-year baccalaureate program or a two-year occupational program. Completion of the program is signified by the awarding of an associate degree.

Student Level - This is a measure of the undergraduate student's progress toward an associate degree objective. The campus' classification system should approximate the following amount of degree credit hour requirements:

Freshman - less than 50%
Sophomore - 50% to 100%

Baccalaureate: This is the academic achievement objective of students enrolled in degree programs consisting of at least four but not more than five years of college work.

Student Level - This is a measure of the undergraduate student's progress toward a baccalaureate degree objective. The campus classification system used should approximate the following amounts of degree-hour requirements:

	Four Year Degree Program	Five Year Degree Program
Freshman	Less than 25%	Less than 20%
Sophomore	25% to 49%	20% to 39%
Junior	50% to 74%	40% to 59%
Senior	75% to 100%	60% to 100%

Students in five-year programs are classified as seniors in the last two years of their enrollment. Each campus may utilize its own policy for defining student level. However, if these policies differ significantly from the above format, a written description of these policies should be provided by the campus to the Commission.

First Professional: This is the first degree earned in a professional field. It is the achievement objective of students enrolled in programs which require at least two academic years of previous college work for entrance and a total of at least six academic years of college work for a degree. Included are the first professional degrees in the following fields: Dentistry (D.D.S. or D.M.D. only), Law (LL.B. or J.D. only), Medicine (M.D. only), Theology (B.D. or M.Div.), Veterinary Medicine (D.V.M. only), Chiropody, Podiatry (D.S.C., Pod.D., P.M., or D.P.), Osteopathy (D.O.), Optometry (O.D.). Degrees which require four or five years of college work (Pharmacy, Architecture, Forestry) for completion of academic requirements should be reported as baccalaureate. Students enrolled in work leading to a master's degree are to be reported as Graduate-Master's, even though a master's degree is required in some fields for employment at the professional level, such as Library Science, Education, and Social Work.

Graduate - Master's: Master's degree programs generally require one or two academic years of work beyond the bachelor's degree.

Graduate - Other: This achievement objective is not intended to be a necessary or logical step between the master's and doctoral levels. Degrees can include Educational Specialist (Ed.S.) and Educational Administration (Ed.A.). Medical students completing their residency and internship requirements should be identified in this category, although the campus need not distinguish between resident and intern-type students.

Graduate - Doctorate: Included in this category are such degrees as Doctor of Education (Ed.D.), Doctor of Arts (D.A.), and Doctor of Philosophy (Ph.D.). The first professional degrees of D.V.M., M.D., J.D., D.D.S., D.O., etc. are to be reported as First Professional.

Unclassified - Undergraduate and Graduate: These students are enrolled in a course or courses; however, they have either not committed themselves to the direct pursuit of one of the achievement objective levels defined above, or the campus could not determine such an objective for the student. Included are those students identified by such terms as temporary, unclassified, transient, special or guest. Students taking coursework at one campus should be reported as unclassified only if their degree objectives could not be determined.

Campuses providing graduate degree achievement objectives should report unclassified students by undergraduate or graduate level.

The student's predominant status for most of the year should be reported as the student's level.

Student Level Code
A two-digit code should be used to indicate the appropriate student level using the codes identified below:

00 = Unknown
01 = High School
02 = Certificate
03 = Associate (Freshman)
04 = Associate (Sophomore)
05 = Freshman (Baccalaureate)
06 = Sophomore (Baccalaureate)
07 = Junior (Baccalaureate)
08 = Senior (Baccalaureate)
09 = First Professional
10 = Masters
11 = Other Graduate
12 = Doctoral
13 = Unclassified (Undergraduate)
14 = Unclassified (Graduate)

Gender
The coding conventions to be used for identifying Gender of students are:

0 = Unknown
1 = Female
2 = Male

Race/Ethnicity (New Reporting Format for 1998-99)
Newly-defined reporting requirements at the Federal and State levels allow for individuals to identify themselves as being a member of more than one racial or ethnic group. The Federal Office of Management and Budgets now identifies six separate racial/ethnic categories, from which an individual may select "all that apply." The definitions for each category are given below.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander. (new category, formerly reported with "Asian") A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Each of the above categories should be reported within a single data field, using "1" to indicate each category within which the student considers him/herself to be a member. Due to data collection issues, it is expected that full implementation of this data and use of the "check all that apply" format will not occur until 1999-2000 or 2000-2001. Until then, data programs should push current racial/ethnic selections into the appropriate data categories. The inclusive racial/ethnic fields are:

Black or African American	1=yes; 0=no
American Indian or Alaskan Native	1=yes; 0=no
Asian	1=yes; 0=no
Native Hawaiian or Other Pacific Islander	1=yes; 0=no
Hispanic	1=yes; 0=no
White	1=yes; 0=no

The racial/ethnic definitions appearing above are taken from the IPEDS/OCR reporting instructions. The IPEDS/OCR instructions further explain that the racial/ethnic definitions used:

> "do not denote scientific definitions of anthropological origins. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.
>
> "The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible. In order to provide reasonably accurate data, the institution may require students to complete a questionnaire and/or identify themselves by name or otherwise when providing information. The fact that the information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 may be disseminated in the manner and to the extent that the institution deems appropriate."

Citizenship (New Reporting Field for 1998-99)
Concurrent with the new collection format for race/ethnicity, citizenship information is to be reported as a separate data element, beginning with the 1998-99 SIS data submission, and using the following definitions:

> U.S. Citizen. Any born, or naturalized, citizen of the United States.
>
> Resident Alien. Any non-citizen who has been lawfully admitted for permanent residence (and who holds a "green card," FORM I-151).
>
> Non-Resident Alien. A person who is not a citizen of the United States, and who is in this country on a temporary basis, and does not have the right to remain indefinitely.

When reporting these categories the following codes are to be used:

> *0 = Unknown*
> *1 = U.S. Citizen*
> *2 = Resident Alien*
> *3 = Non-resident Alien*

Date of Birth
This is a six-digit field to indicate a student's date of birth. The coding designation should be numeric and appear as MMDDYYYY, where:

MM	*= Month*
DD	*= Day*
YYYY	*= Year*

If a student's date of birth is not known, this field should be zero-filled.

Zipcode/Foreign Country Code

Provide the five-digit Zipcode of the student's address at the time of admission in the campus. The codes to be used for foreign countries appear in Appendix 3c. If a student's zipcode-of-origin is not known, this field should be zero-filled.

Student County/State of Origin

Because many students list a local address and zipcode with the institution, attributing county of origin to the zipcode field is sometimes inaccurate, though the previous field is still necessary for purposes of historical consistency and use of foreign country codes.

For Indiana resident students, please enter the three-digit county code (Appendix 3a) corresponding to the student's county of origin at the time of admission. For US students from outside Indiana, please enter the three character code from Appendix 3b for US students or the three character code from Appendix 3c for international students. If this information is unknown, enter "000" in this field.

Campus Residence

This is a one-digit field indicating a student's residence while enrolled. The following codes and definitions should be used:

0 = Unknown	*campus residence status unknown.*
1 = Campus	*includes residence halls (dormitories), married student housing and fraternities and sororities using residence halls.*
2 = Off-Campus	*all other housing not identified as campus, overseas or parents to include fraternities and sororities which occupy housing other than residence halls.*
3 = Overseas	*includes students enrolled in an ongoing program at an extension center or campus located in a foreign country and who are residing in that country.*
4 = Parents	*includes students living "at home" with parents, guardians, or relatives.*

Credit Hours (Non-contract Instruction)

All credit hours reported are to be semester-equivalent credit hours. Campuses that do not utilize a semester credit hour system must convert to semester hours for purposes of this report. Table I displays the weighting factors to be applied by system-type. If a campus utilizes a system other than those appearing in Table I, that campus should contact the Commission to arrange a special weighting factor based on the specific system type. (**Note:** All credit hour enrollment fields are four-character fields with an *implied* decimal point between the second and third characters.) Credit hours should be reported *as enrolled* for each student and term of enrollment.

Important: Report all non-contract credit instruction attempted in the reporting year in these fields, including those credits referenced in th supplemental instruction site fields (page 19).

Credit hours should be reported in each of six data fields, as follows. The fields are defined to accommodate various institutional calendars. If your campus does not report enrollment for a defined term, please set the value to "0000." Students enrolled, but with non-credit status should be reported using "9999" in the appropriate term field. (Be sure this value is not added into the "total" field.) This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations.

Instruction delivered in asynchronous time periods, such as print correspondence, should be reported based on the term in which the student *began* instruction, and reported only once for each course.

Summer A: *Summer enrollment activity reported for the fiscal year which occurs prior to the fall term being reported.*

Fall: *Regular fall term enrollment.*

Winter: *If your campus is on a quarter system, report the winter term credits attempted here. Also, if your campus enrolls students for a separate January or inter-term separate from the fall and spring terms, those credits attempted should be recorded here. Because all public institutions are on a semester calendar, this field should not apply.*

Spring: *Regular spring term enrollment.*

Summer B: *Summer enrollment activity reported for the fiscal year which occurs after the spring term being reported.*

Total: *This is the total semester credits attempted by the student during the reported fiscal year and should be equal to the sum of the previous five fields. (Do not include "9999" enrollment entries in this calculation.)*

Correspondence Credit Hours (Scheduled for elimination in 1999-2000)
Instruction given by mail, radio, or television in which there is the sending of lessons, periodic examination of students, and correcting and grading of returned lessons should be reported here. Only completed credit hours posted to a student's transcript should be reported.

Note that this reporting field is scheduled for elimination in 1999-2000. Credit hours historically reported as "correspondence" should be captured within the appropriate fields for non-contract instruction.

Credit Hours (Contract Instruction)
When institutions have contractual agreements to provide credit instruction to limited groups of students (not open admission), and the contractual arrangement provides a reimbursement for the cost of providing the credit instruction, they should report this enrollment as **contract** credit hours. The contractual agreements apply to both on- and off-campus credit instruction. Contract instruction should not be confused with contractual arrangements which pay all or a portion of a student's cost in programs which are open to any student at the campus (e.g., the student's employer pays the student's tuition).

Those campuses which contract with the Indiana University School of Medicine to conduct first or second year instructional programs on their campuses should report this enrollment as first professional, contract enrollment. The Indiana University School of Medicine should report this enrollment as first professional with the county code (Appendix 4) of the contracting institution in the "Primary Site of Instruction" field.

TABLE I:
WEIGHTING FACTORS TO BE USED FOR
CONVERSIONS TO SEMESTER CREDIT HOURS

Calendar Type	Weighting Factor
Semester (and any other system using semester credit hours)	1.0
Quarter	.6667

Entry Type

This is a one-digit field to indicate a student's method of entry. The following definitions and codes should be used to report this information.

First-time Entry. All freshmen entering at the fall term who have not previously attended any college should be reported as first-time entries. Include students enrolled in the fall term who attended college for the first time in the summer session(s) immediately preceding the fall term. Also include students who entered with advanced standing (college credits earned before graduating from high school) at the freshman level. This category should also be used for graduate students entering a graduate program, regardless of where they obtained their undergraduate degree.

Transfers. Those students who have enrolled for the first time at the reporting campus, but have received credit while enrolled at another campus, should be reported as transfer students. Students transferring from one campus to another, within the same institution, in pursuit of the same or similar degree should be counted as transfer students. The time span between attendance at one institution and admission to the reporting campus shall not be a factor for exclusion of students in this category.

Continuing. Those students who do not fit into any of the above categories should be reported as having the status of a "continuing" student. There should be no duplication of students reported in the above categories.

The following coding conventions should be used to report these categories:

0 = Entry Status Not Known
(or not applicable because high school or non-degree student)
1 = Continuing
2 = First-time Entry
3 = Transfer

Transfer Institution CEEB Code-1

If a student has an entry type of "transfer," the four-digit College Entrance Examination Board (CEEB) Code of the Transfer Institution should appear in this field indicating the institution **from** which the student has transferred. Also, if transfer credits are recognized *during the year being reported*, this field should contain the most recent institution attended prior to the current campus. (It is possible that a continuing entry-type student who transferred in a prior year will have credits recognized.) Zero-fill this field if not applicable.

Transfer Credits Recognized from Transfer Institution-1

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-1. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

Transfer Institution CEEB Code-2

If transfer credits are recognized from more than one institution *during the year being reported*, enter the CEEB code of the second most recently attended campus in this field. Zero-fill this field if not applicable.

Transfer Credits Recognized from Transfer Institution-2

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-2. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

Transfer Institution CEEB Code-3

If transfer credits are recognized from more than two institutions *during the year being reported*, enter the CEEB code of the third most recently attended campus in this field. If transfer credits are recognized from more than three institutions *during the year being reported*, enter "9999." Zero-fill this field if not applicable.

Transfer Credits Recognized from Transfer Institution-3

Enter the number of transfer credits recognized *during the year being reported* from the institution listed in the field for Transfer Institution CEEB Code-3. If Transfer Institution CEEB Code-3 is "9999," enter the total credit hours recognized *during the year being reported* from the corresponding institutions. Use four digits, with an implied decimal between positions two and three. Zero-fill this field if not applicable.

Degrees and Awards Conferred

There are six fields reserved for the reporting of degrees and awards conferred. These six fields are divided into two sets allowing for the reporting of an individual receiving two degrees in the same year. Each set includes three fields: the first field will be used to identify the type of degree or award conferred; the second field will be used to indicate the site at which the degree was earned; the third field will display the CIP code of the academic degree program in which the degree or award was granted.

If a student earned two degrees or awards between July 1 and June 30 of the reporting year (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the following academic year) both degrees and/or awards should be reported. The first should be used to report the most recently conferred degree or award. The second set should utilize the same coding conventions as the first and should be used to report the degree or award conferred earlier. If a student is granted only one degree during the reporting term, the remaining three fields should be zero-filled.

Report only those degrees and awards which were actually conferred between July 1 and June 30 of the reporting year. Degrees or awards earned but not yet conferred during this time period should be reported in the report for the following year.

If a student has not been granted a degree or award during the reporting term, all six fields should be zero-filled.

Classification of Degrees According to Academic Degree Program

(a) *Specific Classification.* Classify degrees specifically as to the authorized academic program from which the individual is graduating. Thus, report a bachelor's degree in business administration with a major in Accounting or in Business and Commerce consistent with the Academic Program Inventory for that institution.

(b) *Degree of Doctor of Philosophy.* Classify the Doctor of Philosophy degree according to the student's academic degree program. Thus, a Ph.D. in Chemistry should be reported as a degree in Chemistry, NOT as one in Philosophy.

(c) *Academic Degree Programs of Students Prepared to Teach.* The general rule is to classify degrees according to the academic degree program. This means that, in general, degrees of students who have prepared to teach an academic subject, such as English, biology, or foreign languages, should be reported respectively in Letters, Biological Sciences, and Foreign Languages, and NOT in Education. On the other hand, the degrees of students who have majored in education should be reported accordingly, e.g., in Art Education or Music Education. In either case, the resulting program should be in the Academic Program Inventory.

(d) Split Major. When a student graduates with a split major, report the degree in the Student's academic degree program (i.e., the area of greater specialization). If this is not possible, the degree should be reported in the discipline specialty closest to the combination. If a split major involves two languages, report it in Foreign Languages, General. Similarly, within each of the other discipline divisions, if a split major involves two specialties within a division, the degree should be reported under the appropriate "general" specialty indicated under that discipline heading. If the split major covers more than one discipline division, the academic degree program should be reported in the area of greater specialization.

(e) *Double Majors.* When a student graduates with a major in two discipline specialties, report the academic degree program in the field of greater specialization.

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Utilize the Commission's Academic Program Inventory in conjunction with the six-digit CIP Code of the appropriate academic degree program.

Level of Degree Conferred Codes
This field is assigned to indicate the specific level of degree(s) awarded. Coding conventions for these fields are:

1 = Certificate
2 = Associate
3 = Baccalaureate
4 = Masters
5 = Specialist
6 = First Professional
7 = Doctoral

Degree Conferred Site Codes
Those codes used to indicate primary site of instruction (see page 7) are to be used to signify the site at which the degree(s) was (were) awarded.

Degree Conferred Date Codes (New Reporting Field for 1998-99)
In order to more accurately report degree completion rates and time-to-degree information, the date of completion for each degree is requested. The coding designation is numeric and is to be reported in the form of MMYYYY, where:

MM = Month
YYYY = Year

High School CEEB Code
Report the six-digit College Entrance Examination Board (CEEB) Secondary/Junior Colleges Code for the student's high school of graduation. If the student entered as a graduate student and as a consequence no High School code is available, enter 999998 in this field. Use the following codes as appropriate for those instances in which the CEEB code is unknown, discontinued, or not applicable:

159992 = Out-of-State Home School
159993 = In-State Home School
159994 = Out-of-State
159995 = Foreign High School
159996 = Out-of-State Obsolete High School
159997 = In-State, Other or Obsolete High School
159998 = Out-of-State GED
159999 = In-State GED

Those institutions which continue to use codes that CEEB has declared obsolete may report those codes instead of 159996 or 159997. Likewise, institutions using pertinent active codes for out-of-state and foreign high schools may use them instead of 159994 and 159995. Use of 159998 and 159999 are encouraged if known but are not necessary.

High School Date of Graduation
This is a four-digit field to indicate the month and year of the student's graduation from high school. The coding designation is numeric and is to be reported in the form of MMYYYY, where:

MM = Month
YYYY = Year

If month is unavailable, zero fill month and report year.

High School Rank

High School Rank should be reported based on the student's high school Grade Point Average relative to the rest of his or her graduating classmates. For example, if a student's GPA is better than that of 75% of his or her classmates, report 75. This field will accommodate up to three characters (valedictorians might be ranked at 100, for example). Report whole numbers only, no decimals, and right justified. No value entered should ever exceed 100.

High School Diploma Type

Indicate the type of diploma received by the student. The following codes are currently in use by the Indiana Department of Education:

0 = diploma type unknown
1 = Regular Diploma
2 = Honors Diploma
3 = Other Diploma
4 = GED (Test of General Education Development)
5 = Special Education Certificate

CORE40 Completion

If the student's transcript indicates whether or not the student has completed the Indiana CORE40 curriculum, enter one of the following codes in the student record:

0 = unknown
1 = Yes, CORE40 Curriculum completed
2 = No, CORE40 Curriculum not completed

SAT Score - Verbal

If the student took the Scholastic Achievement Test (SAT), indicate the "verbal" score, right justified.

SAT Score - Math

If the student took the Scholastic Achievement Test (SAT), indicate the "math" score, right justified.

Cumulative Grade Point Average

The student's cumulative grade point average (GPA) from enrollment to last term attended is to be entered here based on a four-point grading scale where, A = 4, B = 3, C = 2, D = 1 and F = 0. Six-point grading scales where, A = 6 and F = 2 are to be reduced to the four-point system by subtracting 2 from the institution's calculated GPA. Enter 998 if this item is not available and zero if actually zero.

Residency Status

This is a one-digit field that records the institution's assignment of Indiana residency/non-residency status to a student. For the public institutions, this categorization is to correspond with the student's basis for tuition and fee amounts.

The following codes are valid:

0 = Residency Status Unknown
1 = Assumed as Resident
2 = Assumed as Non-Resident
3 = ~~Undifferentiated as to Student Origin or Residency (obsolete)~~
4 = Assumed as resident through Reciprocity Agreement
5 = Non-Resident Paying Resident Fees for Reasons Other Than Reciprocity

Independent institutions, and other campuses charging tuition/fees undifferentiated as to student origin should code students, to the best of their ability as either resident (1) or non-resident (2) based on their state of origin at the time of admission.

Supplemental Data on Enrollment Activity Outside of the Primary Site of Instruction

If a student enrolls at more than one site of instruction of the same campus during the SIS reporting cycle, the enrollment activity outside of the *primary* site of instruction should be reported in this set of fields. (Remember, report all credit hours attempted in the term-specific fields for non-contract credit instruction, defined on page 14.) In the fields for the second and third sites of instruction, report only that portion of instruction that was attempted at the site(s) other than the primary site of instruction. If the student takes instruction at a third site, report that site and the associated credits in the appropriate fields. If a student enrolls at more than three sites of a single campus during the reporting year, report "99" in the third site of instruction field and report the total of the credit hours attempted at the third and fourth (and fifth and sixth and ...) sites in the third site credits field.

Note: The credit hours associated with the primary site of instruction are not explicitly reported in the record. In analyses, the credit hours for the primary site of instruction will be calculated by subtracting the second and third site credit hours from the total non-contract credit hours.

Student majors will only be checked against the primary site of instruction. Therefore, if the primary site listed is not the county through which the student pursues his or her degree objective, "99" should be entered as the academic degree program extension (see page 9).

Set any unused fields to zeroes.

Second Site of Instruction

Report the three-digit student location code (Appendix 3) of the second instructional site at which the student is enrolled. (See page 7 for a detailed definition of the primary site of instruction.)

Second Site Credit Hours

Report the number of credit hours attempted at the second site of instruction. All credit hours should be reported in semester-equivalent credit hours. (This field is three-characters in length with an *implied* decimal between the second and third character. 10 credit hours, for example, should be entered as "100" in this field.) Credit hours should be reported *as enrolled* for each student and reporting year. Students enrolled, but with non-credit status should be reported using "999" in this field. This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations.

Third Site of Instruction

Report the three-digit student location code (Appendix 3) of the third instructional site at which the student is enrolled. (See page 7 for a detailed definition of the primary site of instruction.) If the student is enrolled during the reporting year at more than three sites of instruction of a single campus, report "999" in this field.

Third Site Credit Hours

Report the number of credit hours attempted at the third site of instruction. All credit hours should be reported in semester-equivalent credit hours. (This field is three-characters in length with an *implied* decimal between the second and third character. 10 credit hours, for example, should be entered as "100" in this field.) Credit hours should be reported *as enrolled* for each student and reporting year. Students enrolled, but with non-credit status should be reported using "999" in this field. This allows students in non-credit clinical and other experiences to be included in appropriate headcount tabulations. For students enrolled in more than three sites of instruction of a single campus during the reporting year, report the sum of the non-contract credit instruction attempted at the third and fourth (and fifth and sixth and ...) sites.

Financial Aid Data Status

The remaining fields in each record are used to record basic financial aid data for the prior fiscal year. Many of the fields, however, are duplicated to allow separate entries for the academic year and the summer session. Some students may receive aid for the academic year only while others receive it for the summer session only and others for both periods. Those fields which remain the same for whatever period is being reported are not duplicated.

The valid codes for this field are:

0 = No financial aid information is available.

1 = Financial aid application information is present, but no awards were made and no award amounts are present.

2 = Financial aid award amounts are present for the academic year only.

3 = Financial aid award amounts are present for the summer session only.

4 = Financial aid award amounts are present for the academic year and summer session.

If codes "2" through "4" are indicated, relevant award fields will be interpreted as valid, even if they contain zero data values. Otherwise, the remaining fields will be ignored.

In the following definitions, those data with separate academic year and summer session fields are so indicated; the definition applies to both fields in such cases.

Twenty-First Century Scholar Identifier
If the student is known to be a Twenty-First Century Scholar, enter a "1" in this field, otherwise set to zero. This is in order to consistently identify students from this program even in the event that they do not receive an award amount under the program in the given year.

Dependency Status
When computing financial "need" for individual students, most campuses vary their analysis according to whether the student is dependent upon his/her parents for support.

The following codes are consistent with the Congressional Methodology definitions and should be used accordingly.

0 = Indeterminate Status
1 = Self-supporting
2 = Dependent

Housing Status
This is a one-digit field indicating a student's residence while enrolled and applies only to those students to whom financial aid has been made available.

The following coding convention should be used:

0 = Unknown	*campus residence status unknown.*
1 = Campus	*includes residence halls (dormitories), married student housing and fraternities and sororities using residence halls.*
2 = Off-Campus	*all other housing not identified as campus, overseas or parents to include fraternities and sororities which occupy housing other than residence halls.*
3 = Overseas	*includes students enrolled in an ongoing program at an extension center or campus located in a foreign country and who are residing in that country.*
4 = Parents	*includes students living "at home" with parents, guardians or relatives.*

Pell Grant (Academic Year and Summer Session)
This field contains the total grant received by the student for the fiscal period indicated under the Federal Pell Grant Program.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

State Higher Education Award (Academic Year and Summer Session)
This field contains the total grant received by the student under the Indiana Higher Education Award Program administered by SSACI.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

State Freedom of Choice Award (Academic Year and Summer Session)
This field contains the total grant received by the student under the Indiana Freedom of Choice Program administered by SSACI.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Gift Aid from Institutional Sources (Academic Year and Summer Session)
This field contains student aid in any form (grants, fee remissions, etc.) received by the student at any time during the fiscal year, including athletic grants:

- Institutional need-based aid
- Institutional non-need-based
- Fee remissions provided as employee benefits to employees, spouses, and children of employees
- State entitlement programs, including CDV, Police

Awards funded through institutional foundations and endowments should not be reported in this category.

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Supplemental Education Opportunity Grant (SEOG) (Academic Year and Summer Session)
This field contains the total grant received by the student for the fiscal period indicated under the Federal Supplemental Education Opportunity Grants (SEOG) Program.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Veterans Benefit Programs (Academic Year and Summer Session)
This field contains the total benefit received by the student for the fiscal period indicated under all Federal Veteran's Benefit Programs, including VA Contributory Benefits and GI Bill and Dependent's Educational Assistance Benefits.

If there is no benefit, or if the benefit is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Federal Gift Aid (Academic Year and Summer Session)
This field contains student gift aid from federal programs (exclusive of the Pell, SEOG, and Veteran's Training Program funding). This field should include at least the following:

- Grants from Bureau of Indian Affairs
- Paul Douglas Teacher Scholarship
- Robert C. Byrd Scholarship
- Job Training Partnership Act Awards (JTPA)

If there is no grant, or if the grant is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Lilly Endowment Education Award (LEEA) (Academic Year and Summer Session)
This field contains the total grant amount received by the student through the LEEA Program.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Twenty-First Century Scholars Award (Academic Year and Summer Session)
This field contains the total grant amount awarded to the student through the Twenty First Century Scholars Program. Recipients of this award should also be identified in the Twenty-First Century Scholars Identifier Field.

If there is no award, or if the award is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Indiana Gift Aid (Academic Year and Summer Session)
This field contains gift aid received by the student during the fiscal period indicated from state programs such as:

- Hoosier Scholarship
- Nursing Scholarship
- Minority Teacher Scholarship
- Vocational Rehabilitation Awards

Note that JTPA awards are not to be reported here but are included under Other Federal Gift Aid.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Private Gift Aid (Academic Year and Summer Session)
This field contains gift aid received by the student during the indicated fiscal period from private parties, which cannot be classified into one of the above categories. Included are awards which are handled or known by the institution, such as service club scholarships (e.g., Kiwanis, Rotary, PTO, etc.) and awards from other state and foreign governments.

Also included here are institutional endowment and foundation awards. These are awards over which the institution has either direct control or some degree of influence (e.g., award recipients selected by a university foundation). Outside billings, such as employer and military billings, are excluded. It is understood that the institutions cannot know or record all such student aid; however, information is sought where institutions record this information in their record systems, and utilize this information in packaging other aid for the student.

If there is no grant, or if the grant is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Subsidized Stafford Loans Certified by Campus (Academic Year and Summer Session)
This field contains Stafford (formerly GSL) loan funds certified by the institution.

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Perkins Loans (Academic Year and Summer Session)
This field contains the total repayable loan amount the student received through the Perkins (formerly NDSL) loan program.

If there is no loan, or if the loan is not known, the field should be set to zeroes. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeroes. Note that the field is unsigned.

Other Repayable Need-Based Loans (Academic Year and Summer Session)
This field is intended to record need-based loans received by the student from an institution or other source known by the institution which is repayable by the student. These sources should include:

- Health professions loans
- Nursing Loans

Exclude non-need based loans such as PLUS, SLS, and unsubsidized Stafford loans.

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Non-Need-Based Loans to Student (Academic Year and Summer Session)
Report all non-need based loans to the student which are administered through the campus, such as:

- Unsubsidized Stafford Loans
- Supplemental Loan to Student (SLS)

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Non-Need-Based Loans to Parent (Academic Year and Summer Session)
Report all non-need based loans to the parent(s) which are administered through the campus, such as the Parent Loan for Undergraduate Students (PLUS).

If there is no loan, or if the loan is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Federal Work-Study Award (Academic Year and Summer Session)
This field is intended to capture the aggregate job compensation to students which receive subsidies under the Federal College Work-Study Program during the indicated fiscal year. It should include all gross wages paid, including the employer's share and the work-study program share.

If there is no work-study compensation, or if the compensation is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

State Work-Study Award (Academic Year and Summer Session)
This field is intended to capture the aggregate job compensation to students which receive subsidies under the Indiana College Work-Study Program during the indicated fiscal year. It should include all gross wages paid, including the employer's share and the work-study program share.

If there is no work-study compensation, or if the compensation is not known, the field should be set to zeros. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Income
This field describes the combined taxable (AGI) and non-taxable income received by the student or his parents for 1994, consistent with student Congressional Methodology definitions.

Depending upon the student's dependency status the field should include:

For Dependent Students:
Total income available to the student's parents.

For Independent Students:
Total income available to the student and spouse.

If the income is not known, the field should be set to 999998. If the income is actually zero, the field should be set to 999990. Otherwise, the amount should be rounded to the nearest full dollar and right-adjusted with leading zeros. Note that this field is unsigned.

Parent Contribution
This field records the academic year parent contribution of dependent students, consistent with the Congressional Methodology definitions. If it is not known, it should be set equal to 99998. If it is actually zero, it should be set equal to 99990. For self supporting students, it should be reported as zero (99990).

If parent contribution is not reported here, application programs which require it may use estimates from other available data, such as parent income.

Student Contribution
This field records the academic year student contribution of all students (dependent and self supporting), consistent with Congressional Methodology definitions. If it is not known, it should be set equal to 99998. If it is actually zero, it should be set equal to 99990.

Student Expense Budget (Academic Year and Summer Session)
These fields record the student expense budget used by the college for packaging financial aid. If it is not reported here, application programs which require it will estimate it from other available data such as credit hour enrollment levels and housing status.

TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
1 - 6	6	Campus	See Appendix 2	PIC 9(06)	7
7 - 12	6	Instructional Home	See Appendix 2	PIC 9(06)	7
13 - 15	3	Primary Site of Instruction	See Appendix 3	PIC 9(03)	7
16 - 16	1	Calendar	1 = Semester 2 = Quarter 3 = Trimester 4 = 4-1-4 5 = Other	PIC 9(01)	7
17 - 17	1	Report Term	2 = Annual	PIC 9(01)	7
18 - 21	4	Report Year	YYYY (Academic Year; e.g. 9899)	PIC 9(04)	8
22 - 31	10	Student Identifier	Social Security Number or institution "unique" student number (alpha-numeric field should be right justified).	PIC 9(10)	8
32 - 32	1	Previous ID Flag	Set this field to "1" if the student previously reported in SIS with identifier appearing in above field. Set to "2" if the student previously reported with a different identifier that has subsequently been replaced by the identifier now reported in the above field. Otherwise, set to "3."	PIC 9(01)	8
33 - 42	10	Previously Reported Identifier	If Previous ID Flag field contains a "2", field should contain the Social Security Number or institution "unique" number that was used for this student in previous SIS reports. Otherwise, should be filled by blanks (spaces).	PIC 9(10)	8
43 - 45	3	Cohort Identifier	"F" followed by the YY value for the fall term in which the student is to be counted for the cohort. Otherwise, should be filled by blanks (spaces).	PIC 9(03)	8
46 - 51	6	Academic Degree Program	Use Academic Degree Program Code (CIP) or 000000 if unknown undecided.	PIC 9(06)	8
52 - 53	2	Academic Degree Program Extension	00 = Academic Degree Program Applies 01 or 91 = Undecided Undeclared 92 = Non-credit or Continuing Education 93 = Professional Certification Education 99 = Pursuing a degree at another institution or campus	PIC 9(02)	9

TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
54 - 55	2	Student Level	00 = Unknown 01 = High School 02 = Certificate 03 = Associate (Freshman) 04 = Associate (Sophomore) 05 = Baccalaureate (Freshman) 06 = Baccalaureate (Sophomore) 07 = Baccalaureate (Junior) 08 = Baccalaureate (Senior) 09 = First Professional 10 = Masters 11 = Other Graduate (Specialist) 12 = Doctoral 13 = Unclassified Undergraduate 14 = Unclassified Graduate	PIC 9(02)	9
56 - 56	1	Gender	0 = Unknown 1 = Female 2 = Male	PIC 9(01)	11
57 - 57	1	Race/Ethnicity - Black	1 = Yes ; 0 = No	PIC 9(01)	11
58 - 58	1	Race/Ethnicity - Native	1 = Yes ; 0 = No	PIC 9(01)	11
59 - 59	1	Race/Ethnicity - Asian	1 = Yes ; 0 = No	PIC 9(01)	11
60 - 60	1	Race/Ethnicity - Pacific	1 = Yes ; 0 = No	PIC 9(01)	11
61 - 61	1	Race/Ethnicity - Hispanic	1 = Yes ; 0 = No	PIC 9(01)	11
62 - 62	1	Race/Ethnicity - White	1 = Yes ; 0 = No	PIC 9(01)	11
63 - 63	1	Citizenship	0 = Unknown 1 = U.S. Citizen 2 = Resident Alien 3 = Non-Resident Alien	PIC 9(01)	12
64 - 71	8	Date of Birth	MMDDYYYY (use 00000000 if unknown)	PIC 9(08)	12
72 - 76	5	Zipcode/Foreign Country Code	Zipcode (if United States). If Foreign Country, See Appendix 3.	PIC 9(05)	13
77 - 79	3	Student County/State of Origin	Location Code (Appendix 3) for origin at time of admission.	PIC 9(03)	13
80 - 80	1	Campus Residence	0 = Unknown 1 = Campus 2 = Off-Campus 3 = Overseas 4 = Parents	PIC 9(01)	13
81 - 84	4	Credit Hours -Noncontract Instruction (Summer A)	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	13
85 - 88	4	Credit Hours -Noncontract Instruction (Fall)	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	13

TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
89 - 92	4	Credit Hours -Noncontract Instruction (Winter)	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	13
93 - 96	4	Credit Hours -Noncontract Instruction (Spring)	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	13
97 - 100	4	Credit Hours -Noncontract Instruction (Summer B)	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	13
101 - 104	4	Credit Hours -Noncontract Instruction (TOTAL)	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	13
105 - 108	4	Correspondence Credit Hours	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	14
109 - 112	4	Credit Hours - Contract Instruction	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	14
113 - 113	1	Entry Type	0 = Unknown or Not Applicable 1 = Continuing 2 = First-Time Entry 3 = Transfer	PIC 9(01)	15
114 - 117	4	Transfer Institution CEEB Code - 1	CEEB Code	PIC 9(04)	15
118 - 121	4	Transfer Credits - Institution 1	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	15
122 - 125	4	Transfer Institution CEEB Code - 2	CEEB Code	PIC 9(04)	15
126 - 129	4	Transfer Credits - Institution 2	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	15
130 - 133	4	Transfer Institution CEEB Code - 3	CEEB Code	PIC 9(04)	15
134 - 137	4	Transfer Credits - Institution 3	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	16
138 - 138	1	First Degree Conferred	Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral	PIC 9(01)	16
139 - 140	2	First Degree Conferred Site	See Appendix 3	PIC 9(02)	17
141 - 146	6	First Degree Conferred Program	Academic Degree Program (See Academic Program Inventory)	PIC 9(06)	17
147 - 152	6	First Degree Conferred Date	MMYYYY	PIC 9(06)	17

TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
153 - 153	1	Second Degree Conferred	Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral	PIC 9(01)	16
154 - 155	2	Second Degree Conferred Site	See Appendix 3	PIC 9(02)	17
156 - 161	6	Second Degree Conferred Program	Academic Degree Program (See Academic Program Inventory)	PIC 9(06)	17
162 - 167	6	Second Degree Conferred Date	MMYYYY	PIC 9(06)	17
168 - 173	6	High School CEEB Code	CEEB Code. 999998 if unavailable.	PIC 9(06)	17
174 - 179	6	High School Graduation Date	MMYYYY	PIC 9(06)	17
180 - 182	3	High School Rank	Percentile Rank, right justified.	PIC 9(03)	18
183 - 183	1	High School Diploma Type	0 = Unknown 1 = Regular 2 = Honors 3 = Other 4 = GED 5 = Special Education Certificate	PIC 9(01)	18
184 - 184	1	CORE40 Completion	0 = Unknown 1 = Yes, CORE40 Curriculum completed 2 = No, CORE40 Curriculum not completed	PIC 9(01)	18
185 - 187	3	SAT Score - Verbal	Reported Score, right justified.	PIC 9(03)	18
188 - 190	3	SAT Score - Math	Reported Score, right justified.	PIC 9(03)	18
191 - 193	3	Cumulative Grade Point Average	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g. 350 if GPA is 3.5. Enter 998 if item is not available.	PIC 9(03)	18
194 - 194	1	Residency Status	0 = Residency status unknown 1 = Assumed resident for tuition/fee purposes 2 = Assumed non-resident for tuition/fee purposes ~~3 = Undifferentiated fees (obsolete)~~ 4 = Assumed resident via reciprocity 5 = Non-resident paying resident fees for reason other than reciprocity	PIC 9(01)	18
195 - 197	3	Second Site of instruction	See Appendix 3	PIC 9(03)	19
198 - 201	4	Second Site Credit Hours	Implied decimal - decimal aligned; any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	19
202 - 204	3	Third Site of Instruction	See Appendix 3	PIC 9(03)	19

TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
205 - 208	4	Third Site Credit Hours	Implied decimal - decimal aligned, any unused columns should be zero-filled, e.g., 0350 for 3.5 credits.	PIC 9(04)	19
209 210	2	unused	--	PIC X(03)	--
211 - 211	1	Financial Aid Data Status	0 = No financial aid information is available 1 = Financial aid application information is present, but no awards were made and no award amounts are present 2 = Financial aid award amounts are present for the academic year only 3 = Financial aid award amounts are present for the summer session only 4 = Financial aid award amounts are present for the academic year and the summer session	PIC 9(01)	19
212 - 212	1	21st Century Scholar Identifier	Enter "1" if student is a 21st Century Scholar, otherwise zero.	PIC 9(01)	20
213 - 213	1	Dependency Status	0 = Indeterminate status 1 = Self-supporting 2 = Dependent	PIC 9(01)	20
214 - 214	1	Housing Status	0 = Unknown 1 = Campus 2 = Off-Campus 3 = Overseas 4 = Parents	PIC 9(01)	20
215 - 219	5	Pell Grant/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
220 - 224	5	State Higher Education Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
225 - 229	5	State Freedom of Choice Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
230 - 234	5	Gift Aid from Institutional Sources/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
235 - 239	5	Supplemental Education Opportunity Grant (SEOG)/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21

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TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
240 - 244	5	Veterans Benefit Programs/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
245 - 249	5	Other Federal Gift Aid/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
250 - 254	5	Lilly Endowment Educational Award (LEEA)/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
255 - 259	5	21st Century Scholars Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
260 - 264	5	Other Indiana Gift Aid/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
265 - 269	5	Other Private Gift Aid/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
270 - 274	5	Stafford Loans Certified by Campus/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
275 - 279	5	Perkins Loans/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
280 - 284	5	Other repayable Need-Based Loans/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
285 - 289	5	Non-Need-Based Loans to Student/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
290 - 294	5	Non-Need-Based Loans to Parent/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23

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TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
295 - 299	5	Federal Work Study Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
300 - 304	5	State Work Study Award/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
305 - 309	5	Pell Grant/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	20
310 - 314	5	State Higher Education Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
315 - 319	5	State Freedom of Choice Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
320 - 324	5	Gift Aid from Institutional Sources/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
325 - 329	5	Supplemental Education Opportunity Grant (SEOG)/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
330 - 334	5	Veterans Benefit Programs/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
335 - 339	5	Other Federal Gift Aid/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	21
340 - 344	5	Lilly Endowment Educational Award (LEEA)/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
345 - 349	5	21st Century Scholars Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22

TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
350 - 354	5	Other Indiana Gift Aid/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
355 - 359	5	Other Private Gift Aid/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
360 - 364	5	Stafford Loans Certified by Campus/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	22
365 - 369	5	Perkins Loans/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
370 - 374	5	Other repayable Need-Based Loans/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
375 - 379	5	Non-Need-Based Loans to Student/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
380 - 384	5	Non-Need-Based Loans to Parent/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
385 - 389	5	Federal Work Study Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
390 - 394	5	State Work Study Award/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter zeros if data item is not available.	PIC 9(05)	23
395 - 400	6	Student's Adjusted Gross Income (independent students) or Family's Adjusted Gross Income (dependent students)	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 999998 if data item is not available. Enter 999990 if data item is actually zero.	PIC 9(06)	24

TABLE II
SUMMARY OF REQUIRED CODES

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
401 - 405	5	Parent Contribution	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known. Enter 99990 if data item is actually zero. For self-supporting students, this item should be reported as 99990 (zero).	PIC 9(05)	24
406 - 410	5	Student Contribution	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known. Enter 99990 if data item is actually zero.	PIC 9(05)	24
411 - 415	5	Student Expense Budget/Academic Year	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known.	PIC 9(05)	24
416 - 420	5	Student Expense Budget/Summer Session	Decimal amount rounded to whole dollars; field is right-justified and zero-filled. Enter 99998 if data item is not known.	PIC 9(05)	24

APPENDIX 1

Date _____

STUDENT INFORMATION SYSTEM

INFORMATION FORM

(To be completed and submitted with letter of transmittal.)

1. Institution/Campus: _____

2. Report Term: Annual 98-99 _____ Annual 1999-2000 _____

3. Data File Submission:

_____ Electronic File Transfer Protocol (Please notify Commission Staff) _____ (File name and location)

_____ Floppy Diskette (IBM/DOS format only) _____ (File name)

_____ CD-ROM (IBM/DOS format only) _____ (File name)

4. Indicate the number of records per file.

FICE Code	Campus	File Number or File Name	Total Records Per File

APPENDIX 1
INFORMATION FORM
(continued)

5. Identify any data field completely missing from the file(s).

_____ _____

_____ _____

_____ _____

6. Enter name, address and telephone number of person who completed this form.

_____

_____

_____

_____

7. Indicate, in the blanks provided, the following information for each campus being reported. If more than one campus is being reported, reproduce this page as needed.

A. Name of campus: _____

B. Full time in-state undergraduate 9 month tuition/mandatory fees: $ _____

C. Full time non-resident undergraduate 9 month tuition/mandatory fees: $ _____

D. Maintenance* for student living on campus: $ _____

E. Maintenance* for student living off campus: $ _____

F. Maintenance* for student living in parents' home: $ _____

* "Maintenance," as used here, is meant to include all components of the Congressional Methodology student expense budget except for tuition/mandatory fees. That is to say, maintenance includes room and board, books and supplies, transportation, and other miscellaneous personal expenses; maintenance does not include special allowance amounts for costs associated with dependent childcare, handicapped student's expenses, or study abroad.

APPENDIX 2

CAMPUS CODES

PUBLIC INSTITUTIONS	FICE	CEEB	DISTANCE
INDIANA UNIVERSITY			
Bloomington	001809	1324	D01809
East	001811	1194	D01811
IUPUI	001813	1325	D01813
Kokomo	001814	1337	D01814
Northwest	001815	1338	D01815
South Bend	001816	1339	D01816
Southeast	001817	1314	D01817
PURDUE UNIVERSITY			
West Lafayette	001825	1631	D01825
Calumet	001827	1638	D01827
North Central	001826	1640	D01826
Fort Wayne	001812	1336	D01812
INDIANA STATE UNIVERSITY	009563	1322	D09563
UNIVERSITY OF SOUTHERN INDIANA	001808	1335	D01808
BALL STATE UNIVERSITY	001786	1051	D01786
VINCENNES UNIVERSITY	001843	1877	D01843
IVY TECH STATE COLLEGE			
1 - Gary (Northwest)	010040	1281	D10040
2 - South Bend (North Central)	008423	1280	D08423
3 - Fort Wayne (Northeast)	009926	1278	D09926
4 - Lafayette	010039	1282	D10039
5 - Kokomo	010041	1329	D10041
6 - Muncie (East Central)	009924	1279	D09924
7 - Terre Haute (Wabash Valley)	008547	1284	D08547
8 - Indianapolis (Central Indiana)	009917	1311	D09917
9 - Richmond (Whitewater)	010037	1283	D10037
10 - Columbus/Bloomington	010038	1286	D10038
11 - Madison (Southeast)	009923	1334	D09923
12 - Evansville (Southwest)	009925	1277	D09925
13 - Sellersburg (South Central)	010109	1273	D10109

APPENDIX 2
CAMPUS CODES
(continued)

INDEPENDENT INSTITUTIONS	FICE	CEEB
Ancilla College	001784	1015
Anderson University	001785	1016
Bethel College	001787	1079
Butler University	001788	1073
Calumet College of Saint Joseph	001834	1776
Christian Theological Seminary	001789	na*
Concordia Theological Seminary	001667	na*
DePauw University	001792	1166
Earlham College	001793	1195
Franklin College of Indiana	001798	1228
Goshen College	001799	1251
Goshen Biblical Seminary	009749	na*
Grace College	001800	1252
Grace Theological Seminary	901800	1252
Hanover College	001801	1290
Holy Cross College	007263	1309
Huntington College	001803	1304
Indiana Institute of Technology	001805	1323
Indiana Wesleyan University	001822	1446
Lutheran College of Health Professions	006252	1416
Manchester College	001820	1440
Marian College	001821	1442
Martin University	029175	1379
Mennonite Bible Seminary	001823	na*
Oakland City College	001824	1585
Rose-Hulman Institute of Technology	001830	1668
Saint Francis College	001832	1693
Saint Joseph's College	001833	1697
Saint Mary-of-the-Woods College	001835	1704
Saint Mary's College	001836	1702
Saint Meinrad College	001837	1705
Saint Meinrad School of Theology	007276	1705
Taylor University - Fort Wayne	001797	1227
Taylor University - Main Campus	001838	1802
Tri-State University	001839	1811
University of Evansville	001795	1208
University of Indianapolis	001804	1321
University of Notre Dame	001840	1841
Valparaiso University	001842	1874
Wabash College	001844	1895

na* = no code available from the College Board.

APPENDIX 3A

INDIANA COUNTY CODES

001 ..... Adams
002 ..... Allen
003 ..... Bartholomew
004 ..... Benton
005 ..... Blackford
006 ..... Boone
007 ..... Brown
008 ..... Carroll
009 ..... Cass
010 ..... Clark
011 ..... Clay
012 ..... Clinton
013 ..... Crawford
014 ..... Daviess
015 ..... Dearborn
016 ..... Decatur
017 ..... DeKalb
018 ..... Delaware
019 ..... Dubois
020 ..... Elkhart
021 ..... Fayette
022 ..... Floyd
023 ..... Fountain
024 ..... Franklin
025 ..... Fulton
026 ..... Gibson
027 ..... Grant
028 ..... Greene
029 ..... Hamilton
030 ..... Hancock
031 ..... Harrison
032 ..... Hendricks
033 ..... Henry
034 ..... Howard
035 ..... Huntington
036 ..... Jackson
037 ..... Jasper
038 ..... Jay
039 ..... Jefferson
040 ..... Jennings
041 ..... Johnson
042 ..... Knox
043 ..... Kosciusko
044 ..... Lagrange
045 ..... Lake
046 ..... LaPorte
047 ..... Lawrence
048 ..... Madison
049 ..... Marion
050 ..... Marshall
051 ..... Martin
052 ..... Miami
053 ..... Monroe
054 ..... Montgomery
055 ..... Morgan
056 ..... Newton
057 ..... Noble
058 ..... Ohio
059 ..... Orange
060 ..... Owen
061 ..... Parke
062 ..... Perry
063 ..... Pike
064 ..... Porter
065 ..... Posey
066 ..... Pulaski
067 ..... Putnam
068 ..... Randolph
069 ..... Ripley
070 ..... Rush
071 ..... St. Joseph
072 ..... Scott
073 ..... Shelby
074 ..... Spencer
075 ..... Starke
076 ..... Steuben
077 ..... Sullivan
078 ..... Switzerland
079 ..... Tippecanoe
080 ..... Tipton
081 ..... Union
082 ..... Vanderburgh
083 ..... Vermillion
084 ..... Vigo
085 ..... Wabash
086 ..... Warren
087 ..... Warrick
088 ..... Washington
089 ..... Wayne
090 ..... Wells
091 ..... White
092 ..... Whitley

ITSC-Northwest only
093 ..... Lake (Gary)
094 ..... Lake (East Chicago)

Note:

In the student location (site) fields, the above codes should be used right justified and zero filled to three characters. Degree conferred site information should retain the two-digit codes only.

APPENDIX 3B

U.S. STATES AND TERRITORIES CODES

Alabama	101
Alaska	102
Arizona	103
Arkansas	104
California	105
Colorado	106
Connecticut	107
Delaware	108
District of Columbia	151
Florida	109
Georgia	110
Hawaii	111
Idaho	112
Illinois	113
Indiana	114
Iowa	115
Kansas	116
Kentucky	117
Louisiana	118
Maine	119
Maryland	120
Massachusetts	121
Michigan	122
Minnesota	123
Mississippi	124
Missouri	125
Montana	126
Nebraska	127
Nevada	128
New Hampshire	129
New Jersey	130
New Mexico	131
New York	132
North Carolina	133
North Dakota	134
Ohio	135
Oklahoma	136
Oregon	137
Pennsylvania	138
Rhode Island	139
South Carolina	140
South Dakota	141
Tennessee	142
Texas	143
Utah	144
Vermont	145
Virginia	146
Washington	147
West Virginia	148
Wisconsin	149
Wyoming	150

TERRITORIES & OUTLYING AREAS:

American Samoa	201
Guam	202
Marshall Islands	203
Northern Mariana Island	204
Palau	205
Puerto Rico	206
Virgin Islands	207

APPENDIX 3C

FOREIGN COUNTRY CODES

(updated June 24, 1998)

Notes: When applying the country codes to the "zipcode" field, all five digits should be used (right justified, zero-filled). When indicating students' instructional location, use only the three-digit number. Country codes which are no longer in use are indicated with *italic print* and footnoted as to their current affiliation.

new code	old code	Country Name
401	1	Afghanistan
601	2	Albania
301	3	Algeria
602	4	Andorra
302	5	Angola
701	196	Antigua and Barbuda
801	6	Argentina
402	212	Armenia
603	7	Atlantic Islands, British incl. Ascension, Saint Helena, Tristan Da Cunha, and Malvines
604	8	Atlantic Islands, other incl. St. Pierre and Miquelon
605	9	Atlantic Islands, Portuguese
606	10	Atlantic Islands, Spanish
501	11	Australia
607	12	Austria
403	213	Azerbaijan
608	*13*	*Azores*[1]
702	14	Bahamas
404	15	Bahrain
405	16	Bangladesh
703	17	Barbados
609	30	Belarus (1992-formerly Byelorussia)
610	18	Belgium
704	19	Belize (British Honduras)
303	20	Benin, People's Republic of (Dahomey)
705	21	Bermuda
406	22	Bhutan
802	23	Bolivia
611	221	Bosnia and Herzegovina
304	24	Botswana (Bechuanaland)
803	25	Brazil
407	26	Brunei
612	27	Bulgaria
305	181	Burkina Faso (Upper Volta)
306	29	Burundi
408	94	Cambodia (Kampuchea)
307	31	Cameroon
706	32	Canada
707	33	Canal Zone
308	34	Cape Verde
309	35	Central African Republic
310	36	Chad
804	37	Chile
409	38	China, People's Republic of
805	39	Colombia
311	197	Comoros
312	40	Congo, Republic of
708	41	Costa Rica
613	214	Croatia
709	42	Cuba
410	43	Cyprus
614	44	Czech Republic, The
615	45	Denmark, Inc. Faeroe Islands
313	59	Djibouti (French Terr. of Arars & Issas)
710	198	Dominica
711	46	Dominican Republic
314	*47*	*Dubai*[2]
806	48	Ecuador
315	49	Egypt, Arab Republic of (U.A.R.)
712	50	El Salvador
316	51	Equatorial Guinea (Rio Muni)
317	223	Eritrea
616	52	Estonia
318	53	Ethiopia
502	54	Fiji
617	55	Finland
618	57	France
807	58	French Guiana
319	60	Gabon
320	61	Gambia
412	215	Georgia

[1] Report Azores with Portugal.

[2] Report Dubai with the United Arab Emirates.

APPENDIX 3C
FOREIGN COUNTRY CODES
(continued)

new code	old code	Country Name
619	*62*	*German Democratic Republic*[3]
620	63	Germany
321	64	Ghana
621	65	Gibraltar
622	66	Greece
713	68	Grenada
714	69	Guatemala
322	71	Guinea, Bissau (Portuguese)
323	70	Guinea, Republic of
808	72	Guyana (British Guiana)
715	73	Haiti
716	74	Honduras
413	75	Hong Kong
623	76	Hungary
624	77	Iceland
324	*78*	*Ifni*[4]
414	79	India
415	80	Indian Islands, British
416	81	Indian Islands, French Inc. Reunion Island
417	82	Indian Islands, Other
418	83	Indonesia
419	84	Iran
420	85	Iraq
625	86	Ireland
421	87	Israel
626	88	Italy
325	89	Ivory Coast
717	90	Jamaica
422	91	Japan
423	92	Jordan
718	67	Kalaalit Nunaat (Greenland)
424	216	Kazakhstan
326	93	Kenya
503	199	Kiribati (Gilbert Islands)
426	95	Korea, North
427	96	Korea, South
428	97	Kuwait
429	207	Kyrgyzstan
430	98	Laos
627	99	Latvia
431	100	Lebanon
327	101	Lesotho (Basutoland)
328	102	Liberia
329	103	Libya
628	104	Liechtenstein
629	105	Lithuania
630	106	Luxembourg
432	107	Macau
631	222	Macedonia
330	108	Madagascar
331	110	Malawi (Nyasaland)
433	109	Malaysia
434	111	Maldives
332	112	Mali
632	113	Malta
333	114	Mauritania
334	115	Mauritius
719	116	Mexico
511	n/a	Micronesia
633	208	Moldava
634	117	Monaco
436	118	Mongolia
335	119	Morocco
336	120	Mozambique
437	28	Myanmar (Burma)
337	123	Namibia (Southwest Africa)
504	124	Nauru
439	125	Nepal
635	126	Netherlands
509	127	New Zealand
720	128	Nicaragua
338	129	Niger
339	130	Nigeria
636	131	Norway
440	121	Oman
506	132	Pacific Islands, British Inc. Santa Cruz, and Solomon Islands
514	133	Pacific Islands, French Inc. French Polynesia
515	134	Pacific Islands, Other
516	135	Pacific Islands, U.S.
445	136	Pakistan
721	137	Panama
512	138	Papua New Guinea
809	139	Paraguay
810	140	Peru
447	141	Philippines
637	142	Poland
638	143	Portugal
448	144	Qatar
639	146	Romania

[3] Report GDR with Germany.
[4] Report Ifni with Morocco.

APPENDIX 3C
FOREIGN COUNTRY CODES
(continued)

new code	old code	Country Name
449	209	Russia
340	147	Rwanda
722	200	Saint Christopher and Nevis
723	201	Saint Lucia
724	202	Saint Vincent and the Grenadines
640	148	San Marino
341	149	Sao Tome and Principe
450	150	Saudi Arabia
342	151	Senegal
343	152	Seychelles
344	153	Sierra Leone
451	*154*	*Sikkim*[5]
452	155	Singapore
641	220	Slovakia
642	217	Slovenia
510	203	Solomon Islands
345	156	Somalia
346	157	South Africa (Republic of)
643	158	Spain
347	*159*	*Spanish Sahara*[6]
454	160	Sri Lanka
348	161	Sudan
811	162	Surinam
349	163	Swaziland
644	164	Sweden
645	165	Switzerland
455	166	Syria
456	56	Taiwan (Rep. of China, Formosa)
457	210	Tajikistan
350	167	Tanzania (Tanganyika & Zanzibar)
458	168	Thailand
459	169	Tibet
460	*170*	*Timor*[7]
351	171	Togo
505	172	Tonga
725	173	Trinidad & Tobago
352	175	Tunisia
462	176	Turkey
463	211	Turkmenistan
507	204	Tuvalu (Ellice Islands)
353	177	Uganda
646	178	Ukraine
465	174	United Arab Emitrates
647	180	United Kingdom (England, Scotland, Wales and Northern Ireland)
726	n/a	United States
812	182	Uruguay
466	218	Uzbekistan
508	205	Vanuatu (New Hebrides)
648	183	Vatican City (Rome)
813	184	Venezuela
468	185	Vietnam
469	*186*	*Vietnam (South)*[8]
470	n/a	West Bank & Gaza Strip
727	187	West Indies, British Inc. Leeward Islands, Windward Islands, and Turks Islands
728	188	West Indies, Dutch
729	189	West Indies, French Inc. Martinique
513	190	Western Samoa
472	219	Wrangel Island (Ostrov Vrangel'a)
473	191	Yemen Arab Republic
474	192	Yemen, People's Democratic Republic of
649	193	Yugoslavia, Federal Republic of
354	194	Zaire
355	195	Zambia (Northern Rhodesia)
356	145	Zimbabwe

[5] Report Sikkim with India.
[6] Report Spanish/Western Sahara with Morocco.
[7] Report Timor with Indonesia.
[8] Report South and North Vietnam under Vietnam.

APPENDIX 4

SCENARIOS FOR REPORTING SITE OF INSTRUCTION

	Student Scenario	Example (Indiana Public Campuses)	Suggested Data Usage
1	Student enrolled at a single campus.	Student enrolled at a single institution in traditional instruction (e.g. USI - Vanderburgh County)	Site= Vanderburgh County (82)
2	Student enrolled at a single campus, but through distance education using point-to-point instructional delivery (e.g. IHETS or similar point-to-point instruction).	BSU student enrolled in the MBA delivered via telecommunication to Jasper, Indiana (DuBois County).	Site= DuBois County (19)
3	Student enrolled at a single campus, but through distance education using flexible -- non-point-to-point -- instructional delivery (e.g. internet, correspondence).	IU Bloomington student enrolled solely through print correspondence (any place of residence). (e.g. student living in Blackford County)	Site= Blackford County (05)
4	Student enrolled simultaneously (during the same reporting year) at two different campuses of a single institution.	Student enrolls in Purdue Calumet in the Fall and Purdue West Lafayette in the Spring.	PUC Site= Lake County (45) PUWL Site= Tippecanoe County (79)
5	Student simultaneously (during the same reporting year) at more than one instructional location of a single campus.	IU South Bend student who enrolls in classes at the South Bend (Saint Joseph County) location as well as the Elkhart (Elkhart County) and Warsaw (Kosciusko County) locations.	Site 1= St. Joseph County (71) Site 2= Elkhart County (20) Site 3= Kosciusko County (43)
6	Student enrolled in a combination of traditional and "distance" instruction during the same enrollment term, but at a single location.	IU Bloomington student living on-campus (Monroe County) and involved in traditional instruction as well as a correspondence course.	Site= Monroe County (53)
7	Student enrolled in a combination of traditional and "distance" instruction during the same enrollment term through more than one location.	Student lives in Spencer (Owen County) and takes two classes on campus in Bloomington as well as one through print correspondence.	Site 1= Monroe County (53) Site 2= Owen County (60)
8	Directed studies abroad (e.g. Junior year abroad and similar programs).	Ball State University student enrolled in a study abroad program through the campus (Delaware County).	Site= Delaware County (18) Site of instruction is associated with the base campus. (This is necessary to differentiate these students from those enrolled in international locations.)
9	Practicum, clinical, and dissertation/ thesis students.	Student is finishing requirements associated with an on-campus degree program (e.g. and ISU student doing student teaching in Marion (Grant County)).	Site= Vigo County (84)
10	Practicum, clinical, and dissertation/ thesis students who also enroll in distance education.	Student is finishing requirements associated with an on-campus degree program (e.g. and ISU student doing student teaching in Marion (Grant County)), also enrolled in a print correspondence course which is completed in that term.	Site 1= Vigo County (84) Site 2= Grant County (27)
11	Students who receive [most of] their instruction outside Indiana (except for Practicum, clinical, and dissertation/thesis and study abroad students).	Student enrolled at an institutional extension in Montana.	Site= Montana
12	Students who receive [most of] their instruction outside Indiana (except for Practicum, clinical, and dissertation/thesis and study abroad students), who also receive instruction locally.	Student enrolled in an international degree program which requires initial coursework on campus.	Site 1= Country Site 2= Campus County

SECTION III - FALL REPORT

The fall report concerns enrollment in the fall term and is to be submitted using the format and definitions contained in Section III of these instructions. The student levels are those described in the data element dictionary. The form is self explanatory and is intended to be coincident with similar reports that academic institutions make to other organizations concerned with higher education.

This report is due to the Commission on October 15th of the fall term being reported.

DEFINITIONS FOR FALL REPORT

Definitions:

Undergraduate: Student level codes 1 through 8 plus 13 (student level and associated codes defined on pages 9-11).

Graduate: Student level codes 9 through 12, plus 14.

Full-time: Undergraduates who attempt at least 12.0 hours of non-contract instruction for the academic year and graduates who attempt at least 9.0 hours.

Part-time: Those undergraduates and graduates who do not attempt enough hours of non-contract instruction to qualify as full-time.

FTE: Full-Time Equivalency (FTE) for one term is calculated to the nearest hundredth using the following formulas.

(**Note**: Whether your institution is on a semester or quarter system, these formulas should be applied in the same manner.)

A. Undergraduates:

FTE = Total Non-contract Credit* hours/15.00

B. Graduates:

FTE = Total Non-contract Credit* hours/12.00

Notes: For definitions of first-time students, see descriptions under "Entry Type" on page 15.

*Excludes audit hours.

APPENDIX 5

STUDENT INFORMATION SYSTEM
Fall Enrollment Survey Form

_____ _____

Campus Date

ENROLLMENT FOR THE FIRST SEMESTER OR QUARTER _____ **AS OF** _____
(Census Date)

	Total Headcount	Total Full-Time	Total Part-Time	FTE of Total Headcount
I. DEGREE CREDIT STUDENTS				
A. High School				
B. Undergraduate Students 1. Certificate				
2. Associate (Freshman)				
3. Associate (Sophomore)				
4. Freshman (Baccalaureate)				
5. Sophomore (Baccalaureate)				
6. Junior (Baccalaureate)				
7. Senior (Baccalaureate)				
8. Unclassified Undergraduate				
9. Total Undergraduate (lines I.B.1 - I.B.8)				
C. Graduate Students 1. First Professional				
2. Masters				
3. Other				
4. Doctoral				
5. Unclassified Graduate				
6. Total Graduate (lines I.C.1 - I.C.5)				
II. ENTRY TYPES				
A. First-Time Students 1. Undergraduate				
2. Graduate				
B. Transfer				
C. Continuing				
D. Total (Lines II.A.1 - II.C) (Should Equal I.A + I.B.9 + I.C.6)				

SECTION IV - SUMMER DEGREE SUPPLEMENT

Beginning with the 1998-99 SIS Annual data submission, institutions are to submit a summer degree supplement. This is to include an individual data record for each student completing a degree *after* the close of that year's SIS Annual data and *before* September 1. Data is to be submitted in the same manner as the Annual SIS data file, using the format described in Table III, below.

Please submit the accompanying information form, found in Appendix 6, with the Summer Degree Supplement data file.

TABLE III
REQUIRED CODES FOR THE SUMMER DEGREE SUPPLEMENT

Inclusive Positions	Size	Data Elements	Required Codes	COBOL Picture	Reference Page
1 - 6	6	Campus	See Appendix 2	PIC 9(06)	7
7 - 10	4	Summer Year	YYYY (Summer Year; e.g. 1999)	PIC 9(04)	--
11 - 20	10	Student Identifier	Social Security Number or institution "unique" student number (alpha-numeric field should be right justified). This should be the same student identifier used in the students record in the Annual SIS data file	PIC 9(10)	8
21 - 21	1	First Degree Conferred	Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral	PIC 9(01)	16
22 - 23	2	First Degree Conferred Site	See Appendix 3	PIC 9(02)	17
24 - 29	6	First Degree Conferred Program	Academic Degree Program (See Academic Program Inventory)	PIC 9(06)	17
30 - 35	6	First Degree Conferred Date	MMYYYY	PIC 9(06)	17
36 - 36	1	Second Degree Conferred	Degree Level Code 1 = Certificate 2 = Associate 3 = Baccalaureate 4 = Masters 5 = Specialist 6 = First Professional 7 = Doctoral	PIC 9(01)	16
37 - 38	2	Second Degree Conferred Site	See Appendix 3	PIC 9(02)	17
39 - 44	6	Second Degree Conferred Program	Academic Degree Program (See Academic Program Inventory)	PIC 9(06)	17
45 - 50	6	Second Degree Conferred Date	MMYYYY	PIC 9(06)	17

BEST COPY AVAILABLE

APPENDIX 6

Date _____

SUMMER DEGREE SUPPLEMENT

INFORMATION FORM

1. Institution/Campus: _____

2. Report Term: Summer 1999 _____ Summer 2000 _____

3. Data File Submission:

_____ Electronic File Transfer Protocol
(Please notify Commission Staff) _____ (File name and location)

_____ Floppy Diskette
(IBM/DOS format only) _____ (File name)

_____ CD-ROM
(IBM/DOS format only) _____ (File name)

4. Indicate the number of records per file.

FICE Code	Campus	File Number or File Name	Total Records Per File

5. Enter name, address and telephone number of person who completed this form.

_____

_____

_____

_____